



**FORT SASKATCHEWAN PUBLIC LIBRARY  
MINUTES OF THE REGULAR BOARD MEETING**

**December 7, 2015**

**IN ATTENDANCE:**

Miranda Brun, Trustee  
Brenda-Lee Dahlseide, Trustee  
Alix Hennig, Chair  
Stuart McGowan, Trustee  
Morgan Northey, Trustee  
Gail Shkolny, Trustee  
Kathleen Stevenson, Trustee  
Kelly Thompson, Trustee  
David Larsen, Director  
Susan Schulz, Recording Secretary

**ABSENT:** Allison Santo, Trustee, Sheldon Bossert, Councillor

Call to order: Alix Hennig called the meeting to order at 6:03 p.m.

1. WELCOME AND INTRODUCTIONS
2. APPROVAL OF THE AGENDA

*Motion by Stuart McGowan to accept the agenda as amended. Seconded by Brenda-Lee Dahlseide.  
CARRIED*

3. APPROVAL OF THE MINUTES OF THE November 2, 2015 REGULAR BOARD MEETING

*Motion by Gail Shkolny to approve the minutes of November 2, 2015 as amended. Seconded by Kelly Thompson. CARRIED*

4. FROM THE MINUTES

- a. None.

5. FINANCIAL REPORT

- a. Monthly Financial Statements – David discussed the fact that there were some over expenditures and some under expenditures in GL codes.

*Motion by Kathleen Stevenson to approve over-expenditures in Office Supplies, Computer Supplies, and Photocopier Operating Lease to \$11,000 for 2015 in lieu of anticipated under-expenditures in Adult Programming Services, Small Equipment, Youth Programming Supplies, Computer Replacement/Acquisitions, and other select line items pending year-end review 2015. Seconded by Stuart McGowan. CARRIED*

*Motion by Stuart McGowan to approve over-expenditures in Staff and Volunteer Incentives to \$1500 in lieu of anticipated under-expenditures in Staff Courses/conferences; Staff Travel and other select line items pending year-end review 2015. Seconded by Miranda Brun.*

*Discussion*

*CARRIED*

*Motion by Kathleen Stevenson to accept the financial statements ending October 31, 2015 as information. Seconded by Morgan Northey. CARRIED*

## 6. REPORTS

- a. Chair's Report – Alix Hennig
  - a. Discussion as to whether to hold voting for position of Chair, Vice Chair and Secretary at the January or February meeting. It was decided to discuss this again at the January meeting giving new Board members the opportunity for input.
  - b. Committee positions will be decided at the January meeting.
  - c. Joint Fort Saskatchewan and Strathcona County Library Boards meeting was a success with 10 people in attendance.
- b. Personnel Committee – Stuart McGowan
  - a. Meeting will be held after tonight's Board meeting. Policy review will take place.
  - b. Emergency Response Plan – David continues to work on the plan
- c. Finance, Development and Advocacy Committee – Miranda Brun
  - a. Discussed Book for Every Child campaign and the Santa Claus Parade.
  - b. Waiting for approval of Advocacy
  - c. Next Step visit to the Library was postponed until the New Year
  - d. Continue to work with the New Friends of the Fort Saskatchewan Public Library group with regards to programming.
- d. Report from Council - Sheldon Bossert absent
  - a. Alix Hennig commented that final budget deliberations will be held on Tuesday December 8, 2015.
  - b. New Board Members will be announced on Tuesday December 8, 2015
- e. ALTA report – Stuart McGowan
  - a. New look to website
  - b. Stuart encourages the Board to apply for awards applicable to the library – for population over 20,000. Applications are due at the end of February 2016. These awards will be discussed at the January FDA meeting.
  - c. Representatives from ALTA met with the new minister in regards to revamping the Libraries Act
  - d. Public Libraries Service Branch (PLSB) was at the last ALTA meeting and announced a moratorium on moving libraries into schools.

- f. Director's Report – David reviewed his report and highlighted:
  - a. Robbie Burpee has received a permit from the City to start the Makerspace renovation as soon as possible.
    - 1. Stacey Wenger will coordinate volunteers and a mover to clear out the room in preparation for the renovation.
    - 2. Kathleen Stevenson will look for volunteers.
  - b. New Arrivals icon on FSPL website still needs some tweaking.
  - c. Tal-online – libraries no longer have to be a member of TAL to have access to tal-online.

*Motion by Kelly Thompson to accept reports a-f as information. Seconded by Kathleen Stevenson.*  
**CARRIED**

7. OLD BUSINESS/BUSINESS ARISING FROM THE MINUTES

- a. Book for Every Child/Lights Up –November 16 – December 4, 2015
  - a. \$233 from the 2015 Lights Up for Literacy and some of last years' dollars spent on baby/toddler books. \$296.47 left for 2016 campaign. 100 books have been donated to the 2015 campaign from Library patrons and the Fort Saskatchewan community.
- b. Santa Claus Parade
  - a. Larger crowd than last year – ran out of candy.
  - b. Children's house that was purchased for the back of a truck was fantastic.
  - c. Thanks to Kelly, David, Miranda and others for the help.
- c. Makers' Space quotes
  - a. Discussed in David's report.

8. NEW BUSINESS

- a. New Board Members, Orientation, and Buddy Mentors
  - a. Seven applications received, with one being someone who was interested in staying on the Board. It was a unanimous decision to take on 4 new Board members.
  - b. Orientation for new members will be December 15, 2015, 6-8 p.m. at which time a "Buddy" will be assigned.
- b. December 08 final Council budget decisions
  - a. Already discussed
- c. Details on rolling out free memberships for Jan 01, 2016
  - a. The Library plans to use social media, website, etc. to announce free memberships.
  - b. Media discussion will be held at the January FDA meeting.
- d. Board locked filing cabinet
  - a. Alix sorted through the old files and discarded as needed.
  - b. Keys go to the Director, Board Chair and one in a secure location.
- e. Friends of the Library discussion
  - a. Kathleen will be taking a step back from the group, but will help as available. Five people minimum are needed – Kelly and Stuart have expressed interest in helping the group.

- b. The Friends group will attend the FDA meeting on January 4, 2016 at 8:30 p.m. – Stuart, Kathleen and Kelly will also attend.
- f. Bookshelf Board Notes: Miranda for January, Morgan for February
  - a. Reminder to send notice in by the first of the previous month your note is to be included.
- g. Metro Federation: next meeting March 2016 at FSPL
  - a. Board Chairs and Library Directors from all four libraries attend the meeting. Date TBD.
- h. Website upgrade and deferral of funds to 2016
  - a. Funds were allocated for an upgrade in 2015.

*Motion by Gail Shkolny to defer funds for website upgrade from 2015 to 2016. Seconded by Stuart McGowan. CARRIED.*

- i. Goodbyes to Susan Schulz and Board/staff plans for her retirement.
  - a. Alix thanked Susan for her work over the past 27 years and indicated that there would be a farewell tea on December 18, from 1:30-3:30 p.m. A guestbook would be available for anyone to sign.
- j. Goodbyes to Library Board Members
  - a. Alix thanked all retiring Board members saying that it takes a special person to be a volunteer.
    - 1. Stuart expressed his pleasure to work with each and every one on the Board. He has received special dispensation from ALTA to finish his term at ALTA, ending April 2017.
  - b. Kelly has seen many changes in the past 3 years. He will be working with the Friends group next year and also will be working with the Association for Haunted Houses in the greater Edmonton area.
  - c. Brenda-Lee said that her term was interesting and she had learned a lot. In order to give more of her time she can't work as well.

## 9. CORRESPONDENCE

- a. Danielle Larivee announced the new 7<sup>th</sup> Annual Ministers Award of Excellence.
- b. David received an e-mail from Sheldon saying not to forward notes for tomorrow's Council meeting.

## 10. Upcoming Events

- a. Personnel Committee meeting following the Board meeting.

## 11. Roundtable

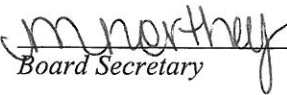
- a. Alix – Merry Christmas
- b. Morgan – Official last day of work is January 16<sup>th</sup>.
- c. Kelly – now working as a Screening Officer at the airport
- d. Stuart – He will be presenting his “12 days of Christmas Awesome” on the Mix 107.9 radio station.

12. Next meeting: Monday January 4, 2015

13. Adjournment

*Motion by Stuart to adjourn the meeting at 7:55 p.m. CARRIED.*

  
\_\_\_\_\_  
*Board Chair*

  
\_\_\_\_\_  
*Board Secretary*

